

## US ARMY FINANCIAL MANAGEMENT COMMAND



## GFEBS Vendor Master Data update for Commercial Vendor Services (CVS)

Updated 07/15/2015

United States Army Financial Management Command (USAFMCOM)

Operational Compart Tages

## Action, Conditions and Standard

- **ACTION:** log into the General Fund Enterprise Business System (GFEBS) and effectively input or update Vendor Master Data
- **CONDITIONS:** given access to the USAFMCOM GFEBS Training Environment, Army Knowledge Online (AKO) website and relevant Accounts Payable documentation
- STANDARD: access the appropriate module of GFEBS to input or update the necessary Vendor Master Date while adhering to system procedures and maintaining Separation of Duties (SOD)

#### References

- ❖ Department of Defense Financial Management Regulation (DoDFMR), Volume 10 (Contract Payment Policy and Procedures) <a href="http://www.dod.mil/comptroller/fmr">http://www.dod.mil/comptroller/fmr</a>
- ❖ Department of Defense Guide for Miscellaneous Payments <a href="http://www.acq.osd.mil/dpap/pdi/eb/miscellaneous pay.html">http://www.acq.osd.mil/dpap/pdi/eb/miscellaneous pay.html</a>
- ❖ DFAS-IN Manual 37-100-FY, The Army Management Structure <a href="http">http</a>
- ://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200
- ❖ Defense Federal Acquisition Regulation (DFAR)

http://www.Acq.osd.mil/dp/dfars.html

❖ Code of Federal Regulations Title 5, Part 1315 (Prompt Payment Act) 5CFR 1315 (PPA)

http://www.Acq.osd.mil/dp/dfars.html

❖ DFAS-IN 37-1 Regulation

http://www.asafm.army.mil/offices/BU/Dfas371.aspx?OfficeCode=12/0

### References (Cont'd)

GFEBS Training Performance Support Website (PSW)

https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm

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GFEBS Overview
> L101E
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- > L201E Integrated Process Overview
- > L210E Financials Process Overview
- > L250E Acquisition process Overview
- > L251E Accounts Payable Process overview
- > L303E **GFEBS Navigation and Reports**
- > L410E Introduction to Financials
- > L413E Financial Reporting
- > L416 Cash balancing
- Material and Vendor Master Data Maintenance ► L451E
- > L454 **Goods Receipt Processing**
- > L455 Invoice Processing
- ► L457E Purchase card Theater Financial Management Support Center (TFMSC) milWiki Portal

https://

www.milsuite.mil/wiki/Theater Financial Management Support Center OC

## Agenda

#### Introduction

- Vendor Master Data input and update
  Vendor Master Data Role based
  - - capabilities XK03 Vendor Display
    - XK02 Change Vendor from USD to Foreign Currency
    - (FC)
    - XK01 Create a Vendor
    - XK05 Blocking and Unblocking a Vendor from
    - payment
    - XK06 Flagging a Vendor for Deletion
  - Check on Learning
- **GFEBS Useful Links**
- **Questions?**



# Vendor Master Data Input and Update

## Vendor Master Data input and update

Use this procedure to create a vendor master record for an employee/individual that is not currently in GFEBS. If an individual or business is not maintained within AESIP\*, then Vendor Master Data must be created manually.

Although the Vendor data should originate from the SAM (System for Award Management) website (previously known as "CCR"), the CVS Team may be required to Create, Update and even Block

\*AESIP (Army Enterprise Systems Integration program) enables integration

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by by by the key integration program enterprise integration optimizes business processes and supports Enterprise level

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infine correction and management of customer and vendor master data and implemented an optimized messaging and hub services capability.

## Vendor Master Role-based capabilities

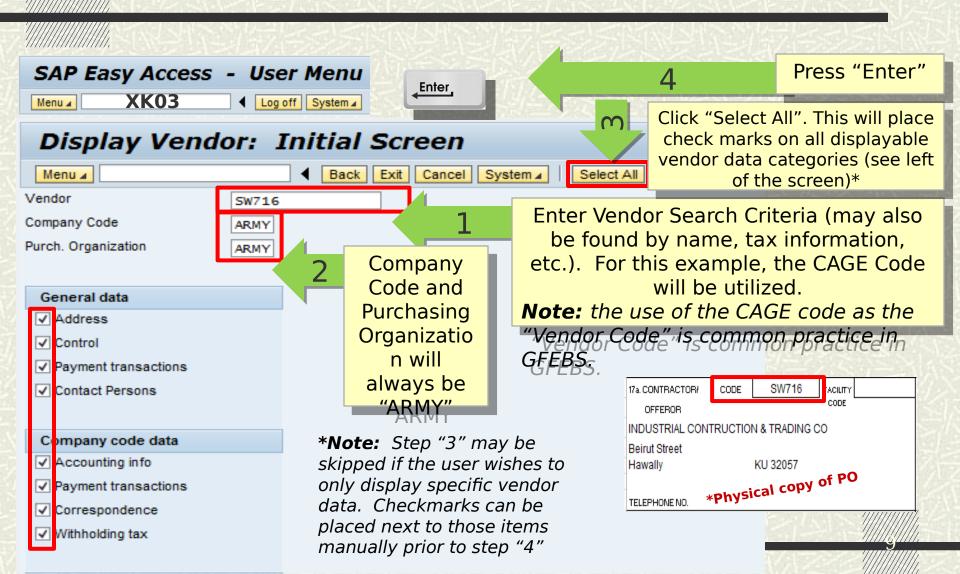


The following personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- > Chief of CVS (FMSU)
- Senior CVS Analyst (FMSU)
- > Senior CVS Analyst (FMSD)
- CVS Analyst (FMSD)
- > CVS Technician (FMSD)
- > CVS Clerk (FMSD)

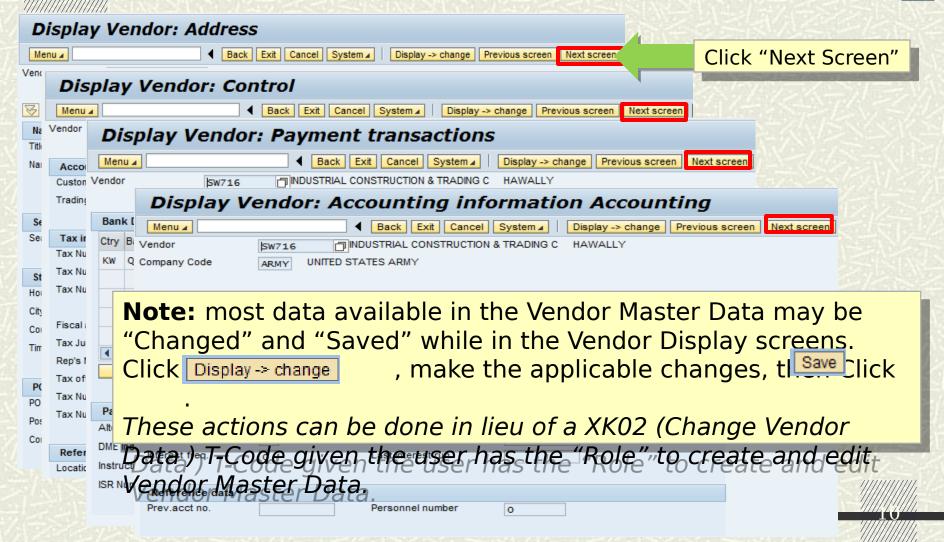
**Note:** Although only the CVS Clerk has the ability to Create and Update Vendor Master Data, the Vendor Master Data record may be "viewed" by all CVS personnel.

### XK03- Vendor Display

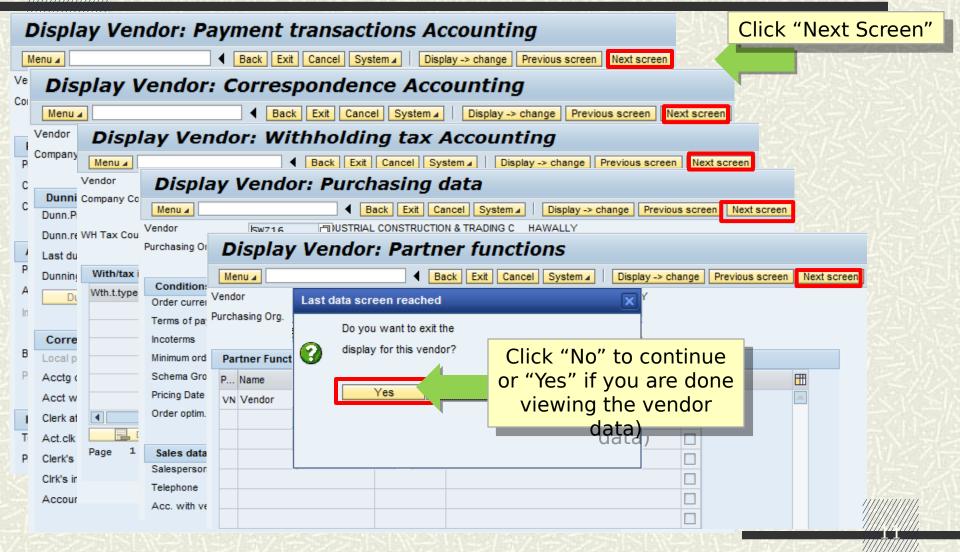


#### XK03- Vendor Display (Cont'd)





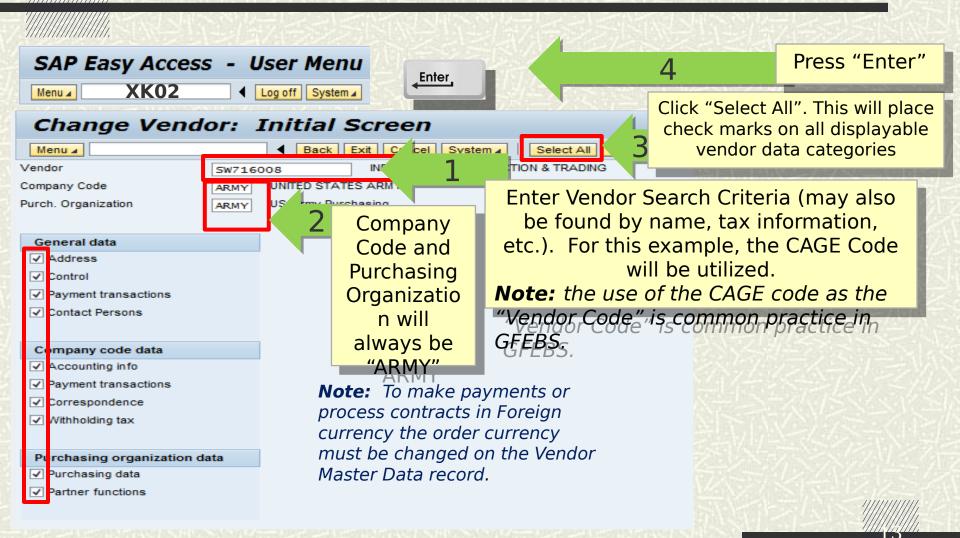
#### XK03- Vendor Display (Cont'd)





## Changing a Vendor Master Data record from USD to Foreign Currency (FC)

#### XK02- Change a Vendor



### XK02- Change a Vendor (Cont'd)



Change V	endor: Address	
Menu ⊿ Vendor Sw	Save Back Exit Cancel System   Previous screen Next screen  16008	Click "Next Screen" until the
Preview		Purchasing Data screen is displayed
Name		
Title	<b>▼</b>	as shown below
Name	INDUSTRIAL CONSTRUCTION & TRADING	
	Change Vendor: Purchasing data	
Search Terms	Menu ⊿ Save Back Exit Cancel System ⊿ Previous screen N	creen
Search term 1/2	Vendor Sw716008 INDUSTRIAL CONSTRUCTION & TRADING HAWALLY	
	Purchasing Org. US Army Purchasing	
Street Address		
House no./street	Conditions	T I
City/State/ZIP Code	Order currencynited States Dollar	- P
Country	Terms of paymnt Z030	
Time zone	Incoterms	
	Minimum order value	
	Schema Group, Vendor Standard schema vendor	
	Pricing Date Control No Control	
	Order optim.rest.	///////////////////////////////////////

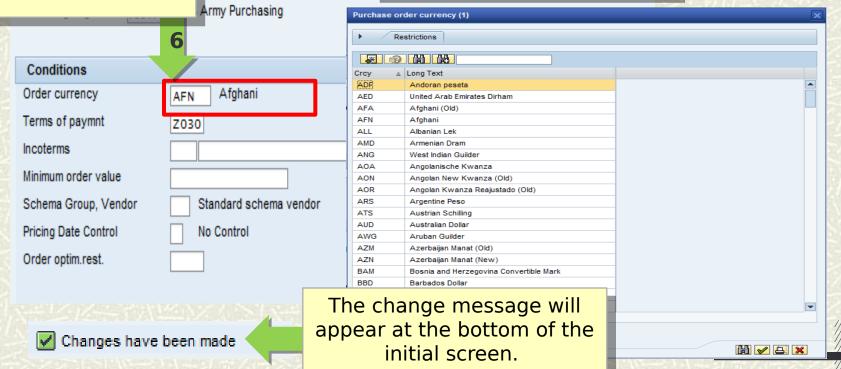
#### XK02- Change a Vendor (Cont'd)



Enter the three digit currency code if known or click the Dropdown to see the listing of available currency



Click "Save" to change the vendors order currency.
This must be done before the Purchase Order is input into GFEBS

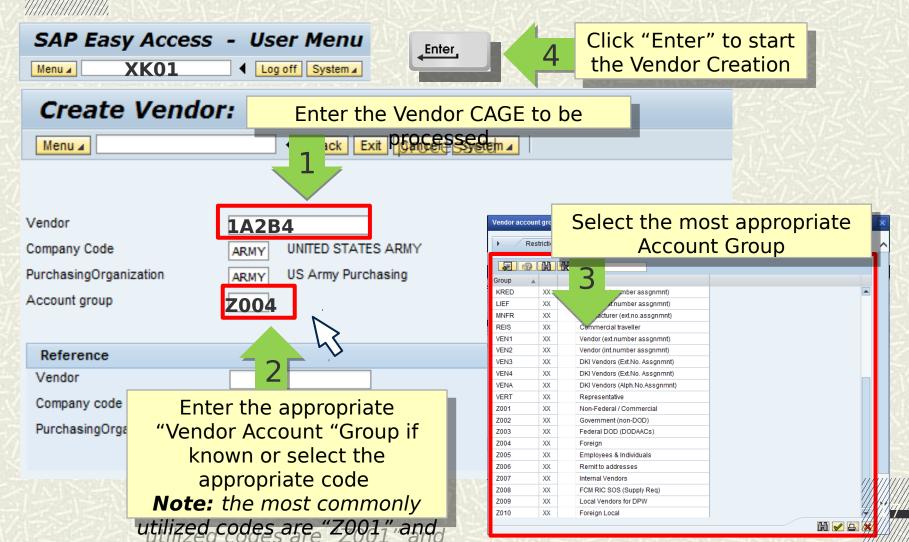


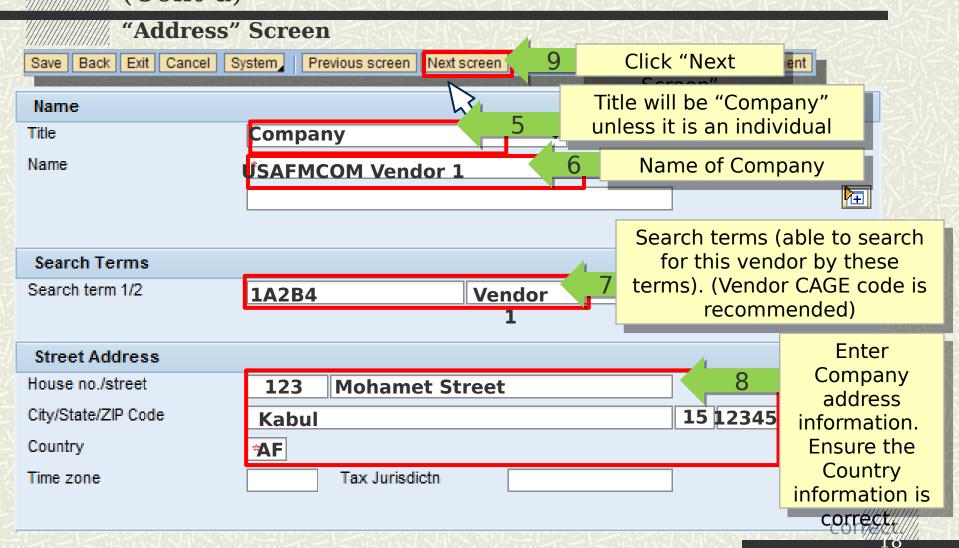


## Creating a Vendor Master Data record

### XK01- Create Vendor (Foreign)



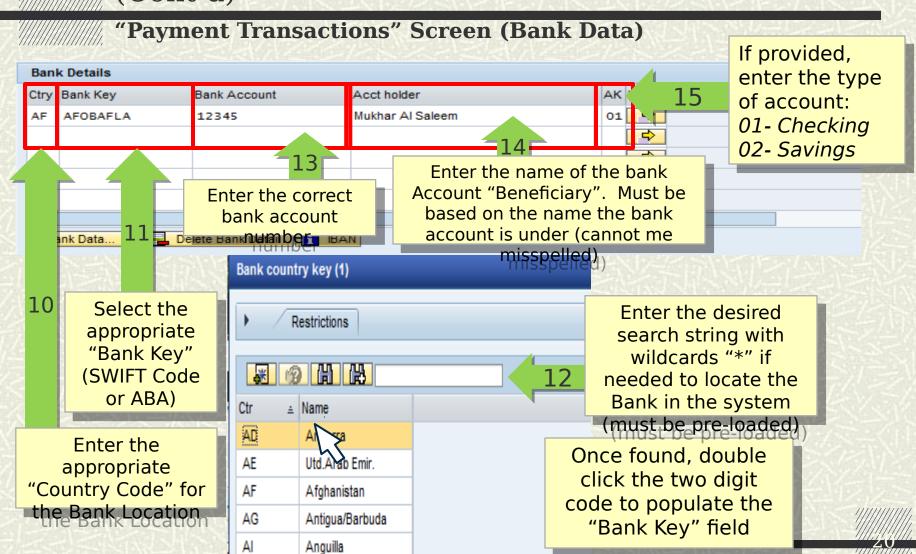


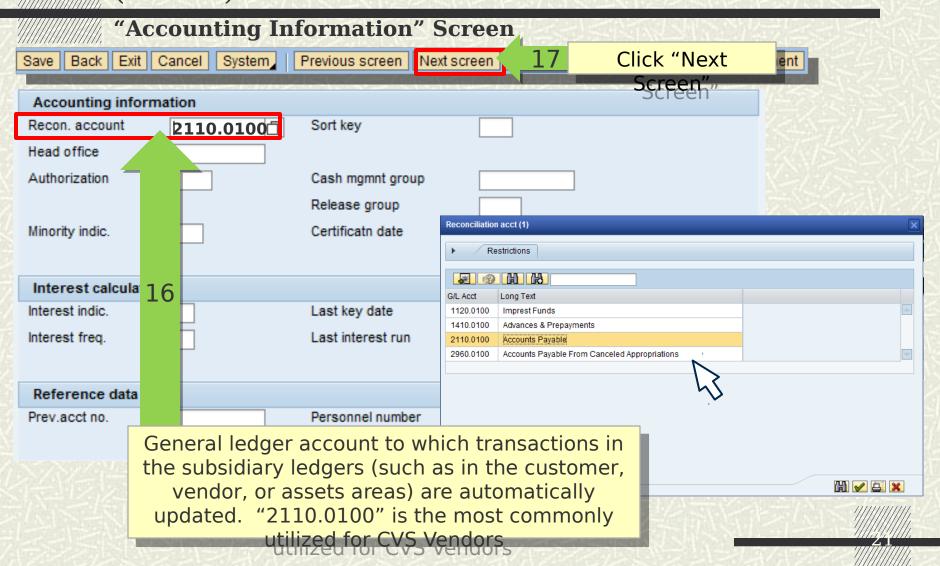


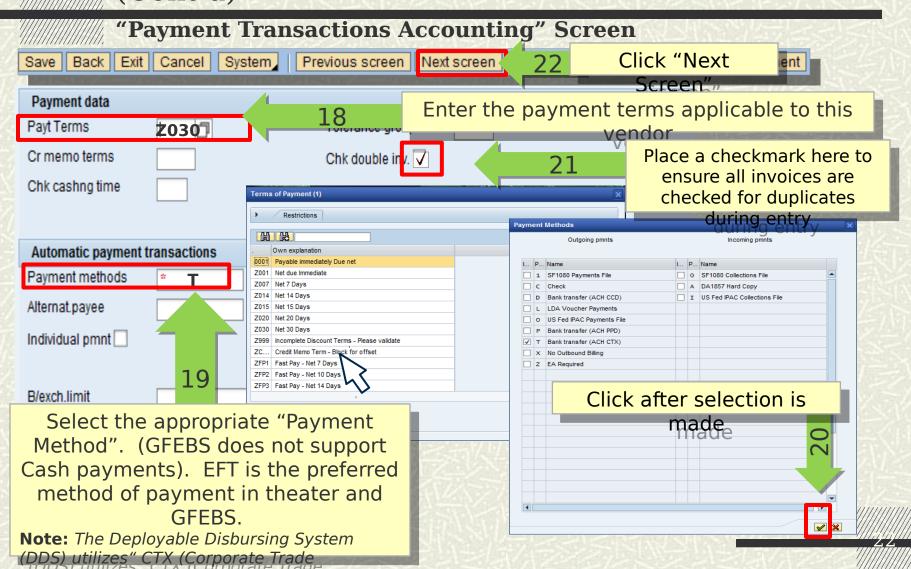
## XK01- Create Vendor (Foreign)

(Cont'd)

"Control" Screen								
Save Back Exit (	Cancel System.	Previous screen Next	screen	9	Click "Next	ent		
		Albi Pirezini	Name of the Late		Screen"			
Account control					Sciecti			
Customer		Authorization						
Trading Partner		Corporate Group						
Tax information								
Tax Number 1		Tax number type			Equalizatn tax			
Tax Number 2		Tax type			TIN /Taypayor			
Tax Number 3			_	TIN (Taxpayer				
Tax base Identification Number						•		
Fiscal address		Soc. Ins. Code			and Tax information is required for U.S. Vendors.  If it is an individual, instead of company, the			
Tax Jur.		VAT Reg. No.						
Rep's Name		Type of Busines						
Tax office		Type of Industr						
Tax Number				Social Security Number				
Tax Number 5					will be entered in these			
					field	<b>\$</b>		

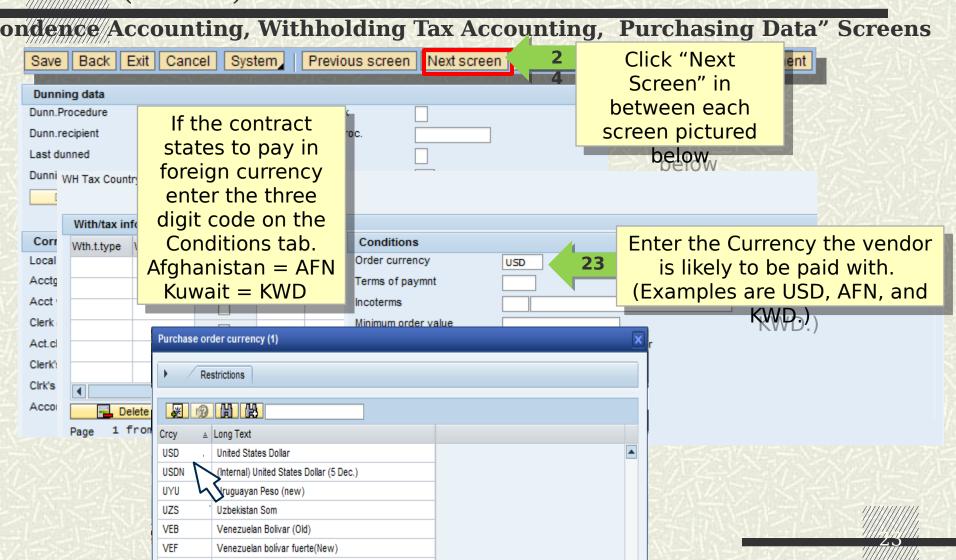


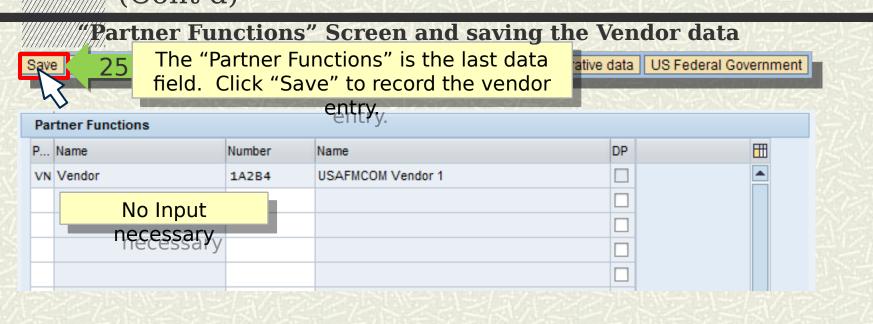




## XK01- Create Vendor (Foreign)

(Cont'd)





✓ Vendor 1A2B4 has been created for company code ARMY purchasing organization ARMY

The Vendor is now added to the GFEBS database and is ready to be utilized.

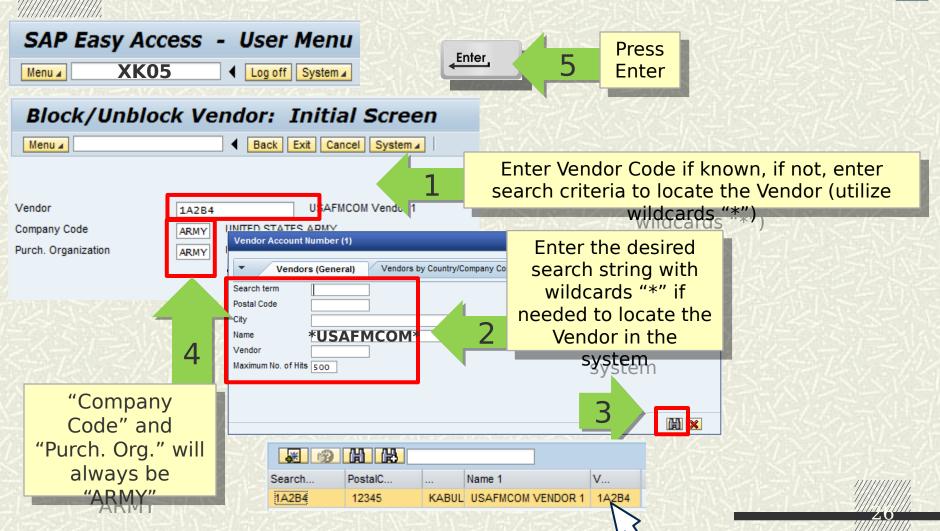
**Note:** Vendor Master Data may be changed as needed. T-Code "XKO2" will allow an authorized user to make adjustments to the record when applicable and when needed.



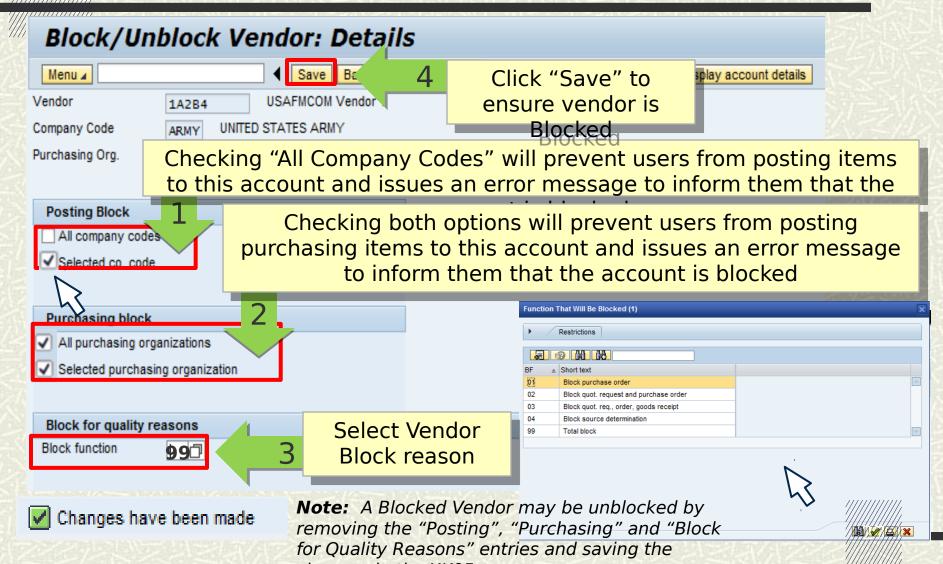
## Blocking and Unblocking a Vendor from Payment

## **XK05-** Blocking/Unblocking a Vendor





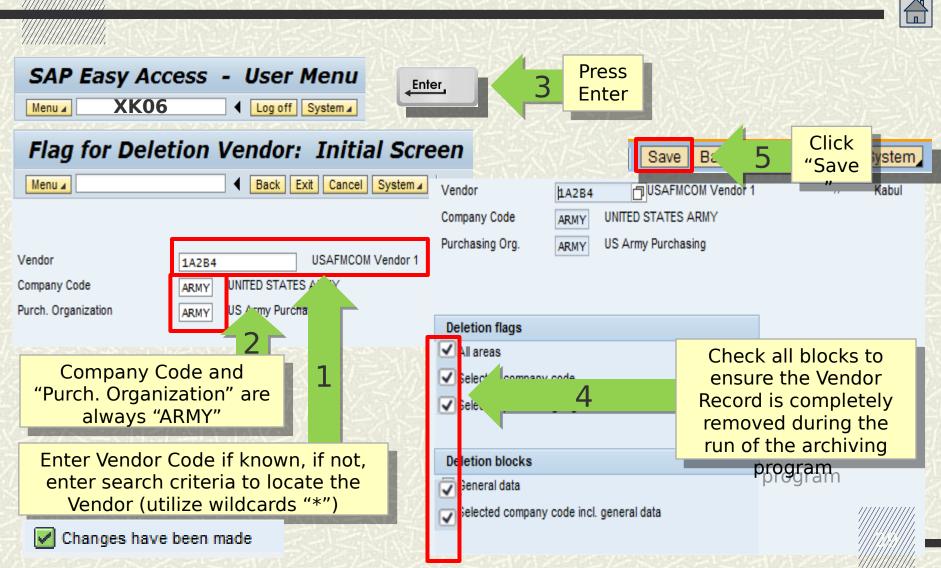
## **XK05-** Blocking/Unblocking a Vendor (Cont'd)





## Flagging a Vendor for Deletion

## **XK06-** Flagging a Vendor for Deletion



#### GFEBS useful Links



#### **GFEBS Home Page**

http://www.gfebs.army.mil/

#### **Army Knowledge Online (AKO)**

https://www.us.army.mil

#### **milWIKI**

https://www.milsuite.mil/wiki/Portal:GFEBS

#### tment of Defense Financial Management Regulation (DoDFMR))

http://www.dod.mil/comptroller/fmr

#### **DFAS-IN 37-100**

http://www.asafm.army.mil/offices/bu/dfas37100.aspx?

#### System For Award Management (SAM)

https://www.sam.gov/portal/public/SAM/

#### **USAFMCOM OST Training materials**

http://asafm.army.mil/offices/FO/OpSupport.aspx?



## GHESSONS

GENERAL FUND ENTERPRISE BUSINESS SYSTE